OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURTS OF THE
DISTRICT OF COLUMBIA CIRCUIT

Room 4726
202.216.7340
202.273.0331 Fax

E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

AGREEMENT FOR USE OF THE E. BARRETT PRETTYMAN UNITED STATES COURTHOUSE AND THE WILLIAM B. BRYANT ANNEX BY OUTSIDE GROUPS

Groups requesting to use facilities in the courthouse or annex must agree to abide by the terms-of-use approved by the Judicial Council of the District of Columbia Circuit and related procedures approved by the courts. The terms-of-use are intended to avoid conflicts with the business of the courts, minimize ad hoc decision making and avoid unfairness, and comply with security policies. Failure to comply with the rules will be considered sufficient grounds for refusal of further use of the facilities. The courts reserve the right to refuse the use of the facilities, and the right to cancel a function at anytime, even when it is in progress, should the applicant, guest, employee, or agent of the applicant violate any of the terms of this agreement.

Terms-of-use

1. No use of the facilities will be permitted if it would materially affect the normal operation of the courts and their support staffs.

2. No use of public spaces (e.g., atrium, cafeteria, public corridors) will be permitted for political, business, publicity, or personal purposes.

3. Use by law schools will be restricted to trial or appellate practice courses (e.g. moot courts) that require courtroom settings.

4. Legal seminars or practice institutes by and for the practicing bar will be limited to those in which judicial branch personnel participate for instructional purposes or that require a courtroom setting.

5. No use will be permitted if the activity would cause cleaning, heating/air conditioning, or security problems or undue wear and tear. If an outside group schedules an event outside normal business hours (8:00 a.m. to 6:00 p.m., Monday through Friday) that requires additional cleaning or heating/air conditioning, the outside group may be required to pay for those services.

6. Use of the cafeteria will not begin before 3:00 p.m. and will conclude by 10:00 p.m. (including set-up and clean-up). The cafeteria tables, chairs, and salt and pepper shakers must be returned to their original positions as shown on the dining room floor plan provided by the Circuit Executive's Office.

7. Use of the atrium may begin at 2:00 p.m. and will conclude by 10:00 p.m. (including set-up and clean-up).

8. Outside groups wishing to have food or beverages (including bottled water) as part of their events must have catering provided by the food service vendor that manages the courthouse cafeteria or a private catering company whose employees are cleared by the U.S. Marshals Service. If outside catering is approved, security information for staff (name; DOB; SSN; and delivery vehicle year, make, model, and tag number) must be provided to the Circuit Executive's Office seven (7) working days prior to the event date. If this information is not received, caterers will not be allowed to enter the courthouse.

9. Except as otherwise provided herein, the use of any device that has the capability to photograph, record, or videotape is prohibited. The use of such equipment is permissible within a judge's chambers and courtroom at the discretion of the judge. Videotaping, recording, or photographing educational programs, special events, and parole hearings may be permitted with prior approval of the chief judge or court unit executive of the sponsoring court and under such conditions as he or she may prescribe. Court unit executives include the Circuit Executive, the Clerks of Court, and the Chief Probation Officer. Acting at the direction of the chief judge of the sponsoring court, special assistants to the chief judges are also authorized to approve these requests. The chief judge, court unit executive, or special assistant to the chief judge will notify the U.S. Marshal in writing in advance of the event that use of these devices by an outside group is authorized.

10. Alcoholic beverages are prohibited unless approval is granted in advance.

11. All facilities and equipment will be returned to original location and condition.

12. No parking will be provided to event participants or event staff.

Name of Event _____

Date of Event _____

Court Sponsor of Event _____

Event Contact Name _____

Email _____

Telephone _____

Contact During Event _____

Purpose of Event _____

Location of Event _____

Set-up Time _____

Start Time of Event _____

Clean-up Time _____

Estimated Number of Attendees _____

Estimated Number of Judges Attending _____

Do you request that the event be posted on the courts' Internet sites? ☐ ☐

Event Details

This completed form is to be submitted to the Office of the Circuit Executive. Submission of the form does not constitute approval. Please allow five (5) working days for a written response. All requests will be reviewed and accepted or denied based on Judicial Council policies as well as the court calendar and space availability.

I, _____, on (date) _____, have read and fully understand the above policies and agree to adhere to these policies under any and all circumstances.